U.S. Department of State
Privacy Impact Assessment Summary

TITLE: Tracker

I. **Describe the information to be collected (e.g., nature and source). Be sure to include any information in an identifiable form, e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc).**

The Tracker System acts as a central repository of Speaker Program data for the Bureau of International Information Programs (IIP). It tracks the funding, authorization, solicitation, significant communications, and evaluation for multiple programs, including but not limited to:

- Speakers;
- Electronic Telepress Conferences (TPCs);
- Digital Video Conferences (DVCs);
- IRC support;
- Book translations and copyrights; and
- Printed publications.

II. **Why is the information being collected (e.g., to determine eligibility)?**

Information is collected to track the funding, authorization, solicitation, significant communications and evaluation for many programs within the Bureau of International Information Programs (IIP).

III. **How will the information be used (e.g., to verify existing data)?**

Some of the information collected is compiled into financial reports, thus providing an audit trail for grants as well as travel reimbursements. Other information provides emergency contact information on speakers in the field to be used by duty officers in the event of an emergency.

IV. **Will you share the information with others (e.g., another agency for a programmatic purpose)? If yes, list the entities.**

Single project and personal information will **NOT** be shared with any other agency. However, summarized statistical data (e.g., number of speakers affiliated with Historical Black Colleges) is provided to the White House and Capitol Hill as part of Program impact and outreach assessments.

V. **Describe what opportunities individuals have been given to decline to provide information or to consent to particular use of the information (e.g., whether individual may withhold permission for a particular use).**

All data collected on individuals comes directly from the individuals. If a person decides they do not want to provide particular information, then they do not provide it. However, if they decide they do not want to provide required information, such as banking information to receive payments, then that person would not be eligible to participate in the Speaker Program as there would be no way to pay them. All personal information provided is voluntary, as is participation in the Program.

VI. **How will the information be secured (e.g., administrative and technological controls)?**

The primary functional administrator determines, on a case-by-case basis, employees who can access the information. Authorized users on the Department of State intranet must provide a login user ID and password, now accomplished through a single sign-on, to access Tracker. Within the Tracker application, they are assigned privileges based on an employee's assigned role.

VII. **How will the data be retrieved (e.g., will it be retrieved by a personal identifier such as name, social security number, address, telephone number or some other identifier that is unique to an individual)?**

The data is retrieved from a U.S. Department of State application and data files. Authorized users must provide a user ID and password to gain access to Tracker.